

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **APRIL 9, 2024** AT THE HEART OF THE VALLEY MSD MEETING ROOM

**Members Present:** David Casper - President  
Bruce Siebers - Vice President  
Patrick Hennessey - Secretary  
John Sundelius - Commissioner  
Kevin Coffey - Commissioner

**Absent:** None

**Also Present:** Brian Helminger - District Director HOVMSD  
Dawn Bartel - Office Manager HOVMSD  
Chad Giackino - Regulatory Compliance Manager HOVMSD  
Dustin Jerabek - Director of Operations & Maintenance  
John Neumeier - City of Kaukauna

### **1. 5:00 p.m. Call to Order – Roll Call**

President Casper called the meeting to order at 5:00 PM.

### **2. Public Appearances**

No appearances were made.

### **3. Approval of the Minutes of the March 12, 2024 Regular Meeting**

The minutes of the March 12, 2024 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Siebers to approve the minutes with one noted clarification under General Old & New Business. Motion carried unanimously. The minutes were reviewed and pre-approved by Secretary Hennessey.

### **4. Correspondence**

The Commission received a copy of an article published in the Times Villager on 4/3/2024 regarding the interceptor rehab project starting on the east end of the sanitary system near the wastewater treatment plant and Ahlstrom Paper Mill.

### **5. General Discussion Items**

#### **A. Effluent Filtration Project - Monthly Activity Report**

The Commission received a project status report from Donohue detailing construction activities and progress photos from February 25 – March 23, 2024. District Director Helminger gave the Commission a tour of the filters and construction site prior to the start of the meeting and noted that effluent passed through the filters for the first time today. A ribbon cutting ceremony is tentatively planned for early June.

### **B. Interceptor Rehab Project - Monthly Activity Report**

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for March, along with the informational handouts from the March 27<sup>th</sup> pre-construction meeting. District Director Helminger noted that the contractor is starting to fuse pipe on the Alstrom mill property and directional drilling under the railroad will begin soon. In late May/early June there will be a special commission meeting to finalize the Clean Water Fund paperwork.

### **C. FOG Program - Monthly Activity Report**

John Stoeger of Stoeger & Associates provided a written fats, oil, and grease update by community, including a grease trap inspection report and site visit correspondence. The Commission also received an itemized copy of the March 2024 invoice.

### **D. Leonard & Finco - Monthly Activity Report**

Leonard & Finco provided a written monthly update of projects completed in March as well as a list of ongoing and upcoming tasks for April and May which include news releases & media coverage, website updates, boating safety signage, social media posts, and whiteboard videos for the effluent disc filter project and the interceptor rehab project. Trail closure signage and proposed door hanger information has been sent to John Neumeier for review and comment.

A motion was made by Commissioner Casper to delay 5E until the Ehlers consultant is available to join the meeting virtually. Motion was seconded by Commissioner Siebers. Motion carried unanimously.

### **E. HOVMSD Cash Flow Analysis – Ehlers Public Finance Advisors**

This item was discussed following General Old & New Business. After a discussion and virtual presentation by Lisa Trebatoski of Ehlers, a motion was made by Commissioner Coffey and seconded by Commissioner Siebers to adopt the 5% rate increase for 2025-2028, 4.25% for 2029, and 3% for 2030-2033, as recommended by Ehlers. This option is most palatable for rate payers and will allow for consistent increases for the first nine years rather than a drastic increase in 2025 and leveling off thereafter. Ehlers noted that a growth factor is not included in the analysis, and if fixed costs remain within 5%, then the 5% may actually go down. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously. This topic will be placed on the agenda for the next community meeting.

## 6. Plant Reports for March 2024

### A. Flows & Revenues Report

The Commission received a copy of the hydraulic & organic loadings data, along with flow & strength projections, which shows the year-to-date surplus/deficit in revenue for the month of March 2024. Revenue received from the WPS-Fox Energy Center for effluent purchased in March = \$16,407.14; Revenue received to date for 2024 = \$47,230.42. WPS-Fox Energy purchased 45% of the effluent produced in March.

The average effluent concentrations for **March 2024** were as follows:

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	5.9 mg/L	30 mg/L
Suspended Solids	7.2 mg/L	30 mg/L
Suspended Solids	217 lbs.	801 lbs.
Phosphorus	.28 mg/L	1.0 mg/L
Ammonia	.24 mg/L	10 mg/L
Chlorides	700 mg/L	n/a

**All permit values were met for March 2024.**

### B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were good for March. The plant will be transitioning from ferric sulfate to alum in Actiflo since alum will be used in the disc filters. Filter start-up, wet checks, and training started on April 8<sup>th</sup> and will continue throughout the month. A new blower #2 for ATAD was ordered at a cost of \$18,725. A new VFD on the ATAD blower #1 will be remanufactured by Rockwell at a cost of \$14,194. Biostyr blower #3 has been sent to Aerzen to be inspected for a rebuild or full replacement. The E3+ on the MCC of barscreen #1 was replaced with an E300 by LW Allen at a cost of \$1,666. The E3+ on the MCC of the spent backwash pump #1 was replaced with an E300 by LW Allen at a cost of \$1,565.

## 7. Financials

### A. April 2024 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Hennessey and seconded by Commissioner Sundelius to approve payment of the bills in the amount of \$347,987.92. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously. The Commission signed the check voucher register which includes general, pre-paid, and petty cash checks.

## **B. Budget Comparison Report**

The Commission received a Budget Comparison Report, along with a verbal explanation of exceedances. The account for legal services has exceeded budget projections due to the PSC litigation with the City of Kaukauna.

## **8. General Old or New Business**

- *2023 Financial Audit:* The audit has begun and will be ready for presentation at the May 14<sup>th</sup> Commission Meeting.
- *PSC Update:* Final reply briefs were submitted on 3/21/2024. The PSC will now evaluate and make a final decision which could take up to 90 days.
- *Contaminated Soils:* Closure documents are in process with a review of the draft before month end. Submission to the DNR is anticipated the first week of May accompanied by the \$1,200 review fee.
- *Community Meeting:* The next community meeting will be held mid-late June.

## **9. Adjournment**

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 5:44 PM)

**SIGNED & APPROVED BY:** \_\_\_\_\_  
**Patrick E. Hennessey, Secretary**